



May 9, 2007

TO: Transportation Authority of Marin Executive Committee

FROM: Dianne Steinhauser, Executive Director

RE: Office Space Options, Agenda Item 7

Dear Commissioners:

Executive Summary

At the TAM Board meeting of April 26th, 2007, the Board concurred with several elements of TAM's move to a permanent office space:

- TAM will pursue an office space in concert with the Marin County Transit District, MCTD, and Sonoma Marin Area Rail Transit, SMART
- The office will be in central Marin County
- The office will have good quality transit, pedestrian, and bicycle access
- TAM's future space needs will be based on space for 14 staff
- An office space of 9,000 to 10,000 SF is an appropriate size to seek for the three agencies combined

TAM staff are reviewing available space that meet the requirements above. At the Executive Committee, staff will present their findings for discussion, and seek concurrence from the Committee on which location(s) to make offers on. It should be noted that the availability of office space is more limited than it was a year ago.

Recommendation: That the Executive Committee provide feedback on available office space locations and concur with staff's intent to make offers on one or more locations.